**RECEIPT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Receipt #** | **P.o. Number** | **Ship date** | **Shipping method** |
| **[Date]** | **[Receipt number]** |  | **[Date]** |  |

|  |  |
| --- | --- |
| **Bill to** | **Ship to** |
| **[Name]** | **[Name]** |
| **[Company Name]** | **[Company Name]** |
| **[Address]** | **[Address]** |
| **[E-mail address]** | **[E-mail address]** |
| **[Phone Number]**  | **[Phone Number]**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Qty** | **Unit price** | **Total** |
|   |  |   |   |  |
|   |  |   |   |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Subtotal** |  |
| **Discount** |  |
| **Total**  |  |

|  |
| --- |
| **Remarks and additional job details** |
|  |